

Ref	Requirement	Test	Response	Action
A	Appropriate accounting records have been properly kept throughout the financial year.	Enquiry: have you maintained up to date GL & accounts through the year, on a receipts & payments basis. Review: general ledger and accounts for reporting year and note any issues	Yes when an invoice is received it is entered into the GL. Then it is approved for payment at the next PC meeting.	No Action needed. Invoices tally with Cheque Book and Statements None noted
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	Enquiry: has the PC complied with its financial regulations during the year, including ensuring that payments are supported by invoices, all expenditure is approved in advance - by meeting or Email (and ratified in arrears in the minutes) - and VAT is correctly recorded Enquiry: when did the Council last review its Financial Regulations & Model Standing Orders? Review: material expenses - accounting for 80%+ of total expenditure to the year and vouch to invoices and minutes of approval Enquiry & review: How do you track VAT recoverables? Review evidence & computation of VAT recoverables Enquiry: When did you last reclaim VAT? Enquiry: How has the Council assessed the significant risks to achieving its objectives and the adequacy of the arrangements to manage these? When? How is this documented?	All payments are supported by invoices and approval for payment is requested at the PC meetings ahead of payment. These were last reviewed at the meeting held on the 17th May 2023 VAT is tracked in the PC accounts Workbook in tab 2. VAT Reclaims as well as in the general ledger VAT reclaimed for 2023-2024 submitted 2nd April 2024. This is reviewed on an annual basis and was last reviewed at the PC meeting held on the 17th May 2023. The next review is due at our meeting on the 22nd April 2024.	All clearly documented and evidenced in the minutes. Noted Noted Noted Noted
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Enquiry: has the Council got Council Insurance in place covering liability and property? How do you ensure this cover is adequate? Enquiry: please describe & evidence the process for setting, reviewing & approving budgets	Yes with BHLB and it is due for renewal in June 2024. The Parish Council undertakes an annual setting and approving of the budget which is evidenced in the minutes based on the Parish Councils priorities.	Noted and see chq for same. Noted
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Enquiry: please describe & evidence your process for monitoring vs budgets on ongoing basis Enquiry: please describe your process for ensuring reserves are appropriate & adequate Review: level of reserves Enquiry: has all expected income been fully received and promptly banked - including allotment rents?	Variance to budget and forecast now in play. The PC accounts is sent to all PC members ahead of meetings and reviewed at meeting. The Parish Council review the reserves ahead of setting the precept which is done annually. Currently the reserves are 2 x Precept, which is where they should be. Reserves are currently sitting at 2 x Precept. Yes and listed in the General Ledger of the PC accounts	Noted and budget and forecast seem aligned, seen as one in the same. Noted Noted Noted
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Review: general ledger to ensure precept rec'd in line with precept request (note: transferred directly to bank account) Review: general ledger / bank statements to ensure allotment rents promptly banked VAT: Covered above N/A	N/A N/A	Yes Yes Yes
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Review: Vouch salary payment per GL to minute of Council approval Review: PAYE per GL to ensure appropriately applied (at 40%) NI: N/A		Noted
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			

CLVont Ant 13th 2024

